

GUIDANCE FOR COMPLETING BNL-QA-101 “SELLER QUALITY ASSURANCE REQUIREMENTS”

[For use by BNL Requisitioning Personnel]

Determine QA Category

1. Determine the QA Category, either A-1, A-2, A-3, or A-4, for each procured item. This determination is based on ES&H and/or programmatic impact.
 - A. For further guidance, refer to the applicable document in your Department/Division QA Manual, or to BNL-QAG-301, “Designation of Quality Assurance Classification Categories”, located in the BNL Quality Assurance Manual.

Determine Applicable Section 3.1 Paragraph

2. Determine the applicable Seller Quality Assurance Program/Inspection System for each procured item.
 - A. Refer to Table I for guidance in determining which sub-paragraph under 3.1, Seller Quality Assurance Program/Inspection System, is applicable.
 - B. Choose only one of the sub-paragraphs under 3.1.
 - C. If the requisitioner determines that paragraph 3.1.1, 3.1.2, or 3.1.3 is not adequate, then the appropriate QA requirements must be added to the P.O./P.R. documentation and paragraph 3.1.4 is cited.

TABLE I

		PROCUREMENT ACTIVITY			
		Design and production to BNL specifications	Production to BNL design	Production to manufacturer's specification	Commercial “off-the-shelf” item
QA CATEGORY	A-1	3.1.1	3.1.2	3.1.1	NA
	A-2	3.1.1	3.1.2	3.1.2	3.1.3
	A-3	3.1.2	3.1.2	3.1.2	3.1.3
	A-4	NA	NA	3.1.3	3.1.3

NA = Not Applicable

SHADED AREAS indicate suggested QA requirements when considering the QA Category in conjunction with the procurement activity. However, this applicability matrix may vary with each procurement, as design and programmatic constraints (such as availability, maintainability, or reliability) are considered.

Determine Applicable Section 4.0 Paragraphs

3. Determine what are the applicable paragraphs under 4.0, Special Requirements.
- A. Section 4.0 paragraphs should be reviewed and the appropriate ones selected based on the QA Category of the item procured. Table II groups the Section 4.0 paragraphs by the QA criteria that they address. It is not necessary to select all paragraphs listed for each QA criteria.
 - B. This table includes only typical situations, and does not necessarily address every conceivable situation.

TABLE II

QA CRITERIA	RECOMMENDED PARAGRAPHS
Quality Assurance Program or configuration control	4.1, 4.2, 4.13, 4.19, or 4.34
Manufacturing, inspection and/or test requirements	4.3, 4.4, 4.5, 4.6, 4.14, 4.18, 4.21, 4.22, 4.24, or 4.26
Special Processes	4.7, 4.8, 4.9, or 4.29
Documentation/Reports	4.10, 4.11, 4.12, 4.15, 4.23, 4.28, 4.30 or 4.31
Certification	4.16, 4.32, or 4.33
Shelf life or special storage conditions	4.20 or 4.38
Software	4.35, 4.36, or 4.37

General Notes

- For further guidance, refer to either the applicable document in your Department/ Division QA Manual, your DQAR or to BNL-QAG-507, "Designation of Seller Quality Assurance Requirements", located in the BNL Quality Assurance Manual.
- An "off-the-shelf" item is manufactured by a supplier for inventory, rather than for a specific order; or an item procured from an independent distributor. (Note: Some catalog items are made to order, and are not considered to be "off-the-shelf")
- In general, more seller requirements must be imposed when "custom" items are procured as opposed to "off-the-shelf", or catalog items.
- All paragraphs can be amended to include a specific requirement.
- Paragraphs 3.2 through 3.8 automatically apply when BNL-QA-101 is stipulated.
- If paragraph 4.4, 4.7, 4.10, or 4.18 is selected, then at least one sub-paragraph must also be selected.
- BNL-QA-101 is not required for "off-the-shelf" items if no Section 4.0 paragraphs are selected.